

Town of Newton
Office of the Selectmen

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Selectmen

Robert Donovan, Jr., Chairman
James Doggett
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Administration

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**REQUEST FOR PROPOSAL
STATISTICAL UPDATE
PER REV. 601.25**

The Town of Newton, New Hampshire (the "Town") seeks proposals for a Statistical Update commencing in the tax year 2015 with a completion date of August 24, 2015, subject to approved funding at the Annual Town Meeting, March 10, 2015. The Town has a total of 2030 parcels, 197 residential vacant, 1,617 improved, 49 manufactured homes, 34 vacant commercials, and 32 improved, 91 tax exempt, and 10 utilities, 144 of these parcels are in Current Use. The Town currently utilizes AVITAR CIVICWARE and TAX COLLECT SOFTWARE for producing and maintaining the assessment and tax collection records of the community. A Full Revaluation per REV. 601.40 (b) was performed in 2010. Newton is subject to Assessment Review by the New Hampshire Department of Revenue in 2015.

Interested assessment companies and or CNHA's (the "Bidder") are invited to submit sealed proposals that shall include the following scope of services:

Conduct a "Full Statistical Update" as defined in REV. 601.25 of all taxable and nontaxable properties that consists of an on site exterior and interior visit to all sale properties within the two year range of 04/01/2013 – 04/01/2015 to verify, update any and all improvements to the property card, along with producing a digital photograph of all sale properties used in the analysis. Upon completion of the analysis, a complete field review of all properties will be conducted. The Bidder shall be responsible for mailings and scheduling of all appointments of inspections. If arrangements for an interior inspection can not be made, the Bidder shall estimate the value of the building using the best available evidence. The property record card shall be appropriately documented.

All communications to the taxpayers are the responsibility of the Bidder and must have prior review and approval by the Board of Selectmen.

Provide appropriate public and media information to ensure effective communications regarding the property assessment process. All information shall be made available in a timely fashion to allow inclusion in local newspapers and posting in two public places within the Town, all cost, shall be the responsibility of the Bidder.

Responsible for mailings to all taxpayers advising them of their preliminary assessment. Included in the mailing shall be contact information for the taxpayer to call and schedule an informal review of their preliminary assessment.

Develop a Uniform Standards of Professional Appraisal Practice (USPAP) compliant report based on Standard 6 of the 2005 edition of USPAP, with a copy supplied to the Town and the DRA.

All field cards, logs, and work documents such as property record cards in hard copy, electronic or both formats shall be kept at all stages and be retained as property of the Town. All review meeting schedules, property record cards before and after changes, worksheets and any other documentation provided at the time of the review meetings shall be turned over to the town when complete.

The "Statistical Update" shall commence no later than 30 days after the approval of the March 10, 2015 Town Meeting, or on such other date as agreed to by both parties per the contract.

Bidder shall complete all work and deliver the same in final form to the Selectmen on or before August 24, 2015.

Bidder is responsible for all abatements resulting from the 2015 Statistical Update. All abatement recommendations will be in writing and submitted to the Board of Selectmen or their designated representative.

Bidder agrees to defend and support all values established for the 2015 Statistical Update upon appeal to the New Hampshire Board of Tax and Land Appeals or Superior Court, in all cases where the appeal has been submitted in a timely fashion as prescribed by law.

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The proposal shall also include the qualifications for the company and those individuals that would be assigned to the Town.

The Town of Newton will provide all property tax records and associated data as may be available from its own files. Additional assistance shall be provided by a member of the staff for the proper and efficient administration of the Statistical Update tasks. A work area, telephone, and access to a network computer terminal will be available.

PROPOSALS WILL BE EVALUATED BASED ON THE FOLLOWING CRITERIA:

Qualifications and experience of the individuals assigned to the contract, and relevant experience in conducting similar services.

History of the individual or firm, including years in business, and ability of the firm to perform the work described.

Confirmation of Public Liability, Automobile Liability and Worker's Compensation Insurance may be required by the Town of Newton.

A bond or irrevocable letter of credit may be required by the Town of Newton to assure faithful and satisfactory performance of the contract.

Previous work experience with local, county, or state government.

COST OF SERVICES

The Town reserves the right to accept or reject any or all proposals, or any portion thereof.

The Town reserves all rights to negotiate with the consultant of its choice and not based solely upon cost alone, but on the qualifications and ability of the consultant to perform, consistent with the Town's intent, requirements, time schedule, and funds availability.

THE TOWN FURTHER RESERVES THE RIGHT TO:

Waive any irregularities or informalities in any proposals.

Extend the deadline for submission of proposals.

Accept the proposal deemed to be the most beneficial to the public and the Town of Newton, as determined by the Board of Selectmen.

Negotiate and accept, without further advertising, the proposal of any other respondent in the event that a contract cannot be successfully negotiated with the selected firm.

Retain products submitted by respondents, for its own use, at its sole discretion.

The Board of Selectmen, or designee, will review and evaluate all proposals in accordance with the criteria contained herein and the provisions of applicable state and federal laws.

The cost associated with responding to this request for proposal shall be borne solely by the responding bidders and are not reimbursable in any way.

All proposals are subject to approved funding at the annual Town Meeting of March 10, 2015.

An original and five copies are required. Sealed proposals must be received at the Board of Selectmen's Office, Town of Newton, P. O. Box 378, Newton, NH 03858 by 4:00 PM, November 25, 2014. Envelopes must be clearly labeled "**Statistical Update RFP**". Any submission submitted after this deadline may be rejected. Faxed or emailed proposals will not be accepted.

SALES VERIFICATION SHALL INCLUDE:

MAILING OF SALES QUESTIONNAIRE, SITE VISIT TO ALL SALES FROM 4/1/2013 – 4/1/2015, INTERVIEW PROPERTY OWNER & INTERIOR INSPECTION (WHEN POSSIBLE), VERIFICATION OF ALL EXTERIOR MEASUREMENTS & DATA, PHOTO OF SALE PROPERTY.

Sales Analysis

All Data Entry

Public Relations (i.e. newspapers, public forums, notices etc.)

Field Review of all properties (taxable & nontaxable)

Preliminary Notices to the Taxpayers

Preliminary Assessment Review Meetings

Final Values

Tax Warrant

Abatements with Written Response to BOS

Appeals to the – Board of Tax and Land Appeals or Superior Court

USPAP Compliant Report

Respectfully,

Robert S. Donovan, Jr., Chairman

James L. Doggett

Matthew A. Burrill

Lawrence B. Foote

Charles R. Melvin, Sr.

BOARD OF SELECTMEN